

Form F – Name Change of Parent and Minor Children
With the Notarized Consent of the Other Parent

INSTRUCTIONS FOR CHANGE OF NAME

Please read the Instructions for Change of Name carefully or have someone explain them to you. You may use the forms attached or you may re-type the forms using the identical format provided by the Office of the Lieutenant Governor. **All forms must be typed.** Forms may be copied.

THE FOLLOWING FORMS ARE INCLUDED IN THIS PACKET AND MUST BE SUBMITTED UPON
COMPLETION:

PETITION

FACT SHEET

NOTICE OF CHANGE OF NAME

ORDER

CONSENT TO CHANGE OF NAME

INSTRUCTIONS FOR COMPLETING THE PETITION (pages 5 to 8)

- (1) This is the official heading. Type in the **full, legal name** of the parent filing the Petition. Type the child's full name exactly as it appears on the birth certificate (unless it has been legally changed) in the space after "for and on behalf of."
- (2) Type the full, legal name of the parent filing the Petition.
- (3) Type "his" or "her" depending on who is filing the Petition.
- (4) Type in all the information requested by the Petitioner. Type Petitioner's father's full name and mother's first and maiden name.
- (5) Type Petitioner's name that appears on the birth certificate or certificate of naturalization.
- (6) Type all other names Petitioner has used or is using.
- (7) Type the full, legal name of non-petitioning parent and their residence address.
- (8) Type in Petitioner's current State of residence. For those locations where there are no street addresses, P.O. Boxes are allowed but please describe the general location of residence.
- (9) Type in the names of Petitioner's minor children even if their names are not being changed.
- (10) Check the appropriate response. If Petitioner has been convicted of a felony, please state the type and date of conviction, and final disposition of the case. Fully explain the charges, the sentence, the terms of parole or probation, the date of final discharge of the sentence, whether there was a delayed acceptance of a guilty plea,

if there was a pardon, by whom the pardon was granted.

- (11) Type the new name exactly as you want it spelled.
- (12) Type the full, name of Petitioner and each minor and the new name exactly as you want it spelled.
- (13) Type the date, either at the time you have it notarized or before you have it notarized. **If you date it after the date it is notarized, it will not be processed.** Type in the city.
- (14) Sign the petition in your full, legal name exactly as it is typed in the heading. Do not use initials or nicknames in the signature. Type the County followed by Petitioner's full, legal name.
- (15) Sign the petition in black ink in front of the notary. Do not use initials or nicknames, sign with your full, legal name. The notary will complete his/her portion of this page.

INSTRUCTIONS FOR COMPLETING THE NOTICE OF CHANGE OF NAME (pages 11 to 12)

- At the top of the page, type your name, address and telephone number.
- Type the heading exactly as you did in the Petition.
- Type the Petitioner's full, legal name in the next two blanks followed by the full, legal name of the minor child and then the name as you wish it changed to.
- Circle the name of the newspaper agency you want to publish the name change legal ad (one day only).

Submit one (1) original of NOTICE OF CHANGE OF NAME, copies are not required. Once your petition has been approved, the Lieutenant Governor will sign the NOTICE and it will be returned to you. **You take the Notice to the newspaper agency for publication.** The NOTICE of Change of Name must be published in the newspaper within **sixty (60) calendar days** after it is signed by the Lieutenant Governor. **Failure to publish within the time required automatically voids the Petition for Change of Name.**

The newspaper will mail an AFFIDAVIT of publication to our office within two weeks and a copy of the AFFIDAVIT to you, for your files. If we do not receive an AFFIDAVIT from the newspaper, we will assume that you did not have the Change of Name published and your Petition will be voided at the end of sixty (60) days. NOTE: The newspaper provides the affidavit, you do not have to provide that form.

INSTRUCTIONS FOR COMPLETING THE ORDER (pages 13 to 14)

- Halfway down the page, type the Petitioner's name, address and telephone number in the space provided.
- Type the heading exactly as it appears in the Petition.
- On the next page type the Petitioner's and Child's full, legal name exactly as it appears in the heading and then the name you want it to be changed to.
- We will fill in the dates of publication.
- Submit one (1) original and five (5) copies of the **ORDER** to our office along with the original PETITION.

Once our office receives the AFFIDAVIT from the newspaper showing publication of your name change, the Lieutenant Governor will sign the administrative **ORDER** and it will be sent to you. You must file the original **ORDER** with the Bureau of Conveyances within sixty (60) days after the signing of the **ORDER**. (See H.R.S. 574-6b)

The Office of the Lieutenant Governor cannot give legal advice regarding name changes. We can only answer questions related to the procedures in granting name changes. **IF YOU HAVE LEGAL QUESTIONS, YOU SHOULD CONTACT AN ATTORNEY.**

Mail the documents to:

Office of the Lieutenant Governor
P.O. Box 3226
Honolulu, Hawaii 96801

Or deliver documents to:

Office of the Lieutenant Governor
State Capitol
415 South Beretania Street, 5th Floor
Honolulu, Hawaii 96813

For additional information, call 586-0225.

Office hours are: Monday thru Friday 7:45 am to 4:30 pm

The following must be submitted to the Lieutenant Governor's Office.

- _____ **BIRTH CERTIFICATE** – a certified copy of your original birth certificate from the state you were born, not older than 90 prior to submission of your name change forms; foreign birth certificates (must be translated into English); original Certificate of Naturalization or alien registration card and passport.
- _____ **PETITION** – notarized within 30 days prior to submission of name change forms
- _____ **FACT SHEET**
- _____ **NOTICE OF CHANGE OF NAME**
- _____ **ORDER** – Plus five (5) copies
- _____ **NON-REFUNDABLE FILING FEE** – Money order or check may be made payable to the Office of the Lieutenant Governor in the amount of \$50.00; cash is accepted when you hand carry your documents
- _____ Marriage Certificate, Divorce Decree, Death Certificate, Paternity Documents, Adoption Decree, Guardianship documents, prior name change decree, if applicable (copies accepted)
- _____ **Notarized consent form.**
- _____ Petitions with liquid paper corrections must be initialed by the notary

**A PETITION CONTAINING TYPOGRAPHICAL ERRORS,
MISSING INFORMATION OR OTHERWISE NOT IN
CONFORMANCE WITH THESE INSTRUCTIONS WILL NOT
BE ACCEPTED FOR PROCESSING.**

In the Matter of the Petition)
)
 of)
)
(1) _____)
 for and on behalf of)
 and on behalf of)
)
 _____,)
)
 _____)
 minor children)
)
For Change of Name)

TO THE HONORABLE JAMES R. AIONA, JR., LIEUTENANT GOVERNOR
OF THE STATE OF HAWAII:

- I.

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II.

- (5) That the name on your Petitioner's birth certificate and or certificate of naturalization is _____.

III.

- (6) That other names Petitioner is using or has used are as follows:
_____.

IV.

- (7) That the father or mother of the minor(s) is _____ who resides at _____; and who has signed notarized consent to change of name of the minor which consent is attached.

V.

- (8) That your petitioner is a resident of the State of _____, and present address is _____.

VI.

- (9) That you Petitioner is the parent of the following minor children:

<u>Names on Birth Certificate</u>	<u>Date of Birth</u>	<u>Place of Birth</u>
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VII.

- (10) That you Petitioner:
- _____ has not been convicted of a felony.
- _____ has been convicted of a felony.

<u>Felony</u>	<u>Date of Conviction</u>	<u>Disposition</u>
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If Petitioner has been convicted of a felony, respond to the following questions:

1. Fully explain the charges.
2. Fully explain the sentence.
3. Fully explain the terms of parole or probation.
4. Fully explain the date of final discharge of the sentence.
5. Fully explain whether there was a delayed acceptance of a guilty plea.
6. Fully explain if there was a pardon, by whom the pardon was granted.

VII.

That this Petition is not filed for the purpose of avoiding payment of debts to creditors; your Petitioner has been and is a good law abiding citizen and your Petitioner states that this Petition for Change of Name is not for wrong or fraudulent purposes.

XI.

(11) That your Petitioner is now requesting a Change of Name to _____ and that the names(s) of Petitioner's minor(s) also be changed to _____ and _____.

The following is to be signed by the minor (over the age of 10) and returned with the Petition for change of name.

CONSENT TO CHANGE OF NAME

I, _____, whose parent
(Petitioner) is _____
presently residing at _____, do hereby consent to
having my name changed from _____ to
_____.

DATED: _____

Signature of Minor

Signature of Petitioner

The following is to be filled out and signed before a notary by the non-petitioning parent of the minor child, and filed with the Petition for Change of Name.

CONSENT TO CHANGE OF NAME

I, _____; parent of
_____, residing at
_____, do hereby consent to having the name
of my minor child changed from _____,
to _____.

Parent

State of _____)
)
County of _____)

On this _____, day of _____ before me personally appeared _____ known to me to be the person described and who executed the foregoing instrument and acknowledged that the same was executed as their free act deed.

Notary Public, State of Hawaii

My commission expires:

Name

Address

City, State, Zip Code

Telephone#

IN THE OFFICE OF THE LIEUTENANT GOVERNOR

STATE OF HAWAII

In the Matter of the Petition)
)
 of)
)

)
 for and on behalf of)
 and on behalf of)
)

)

 minor children)
)
For Change of Names _____)

NOTICE OF CHANGE OF NAME

Upon consideration of the Petition of _____ and

There appearing to me to be good reasons for granting the same:

NOW, THEREFORE, by virtue of the authority vested in me by law and
thereunto enabling, I, James R. Aiona, Jr., Lieutenant Governor of the State of Hawaii, do
hereby give public notice that the names of _____,
_____, and _____,

shall be changed to _____,
_____ and _____ upon a
single publication in the Honolulu Advertiser / Honolulu Star-Bulletin, a newspaper of general
circulation in the State of Hawaii, published at Honolulu, Hawaii.

DATED: Honolulu, Hawaii _____

JAMES R. AIONA, Jr.
Lieutenant Governor of the State of Hawaii

REGULAR SYSTEM

Telephone #

For Change of Names

ORDER

The Notice of Change of Names of _____,
_____, and _____
having been published on _____ in a newspaper of general circulation in the
State of Hawaii, I, James R. Aiona, Jr., Lieutenant Governor of the State of Hawaii, by
virtue of the authority vested in me by law and thereunto enabling, do hereby order the
names of _____,
and _____, shall be changed to _____,
_____, and _____,
effective _____.

Dated: Honolulu, Hawaii: _____

JAMES R. AIONA, JR.
Lieutenant Governor of the State of Hawaii

FACT SHEET

(INFORMATION REGARDING THE PETITIONER OF MINOR CHILD)

Petitioner shall answer the following questions fully and completely and submit this FACT SHEET with your Petition for Change of Names.

1. What is the name on your Birth Certificate? What is the File No.? Dated

2. What is the name on your Certificate of Naturalization? What is the No? Dated

3. What name appears on your social security card?

4. What name do you use in your employment?

5. List all of your marriages, divorces, dates and placed thereof:

Married to

Date of Marriage

Place of Marriage

Divorced From

Date of Divorce

Place of Divorce

6. List the names, dates and place of birth of all your living children:

Name

Date of Birth

Place of Birth

7. What is the reason for legalizing this name change?

8. I was born in the State of Hawaii, and wish to have the name on my birth certificate amended in the following way:

First Name

Middle Name

Last Name